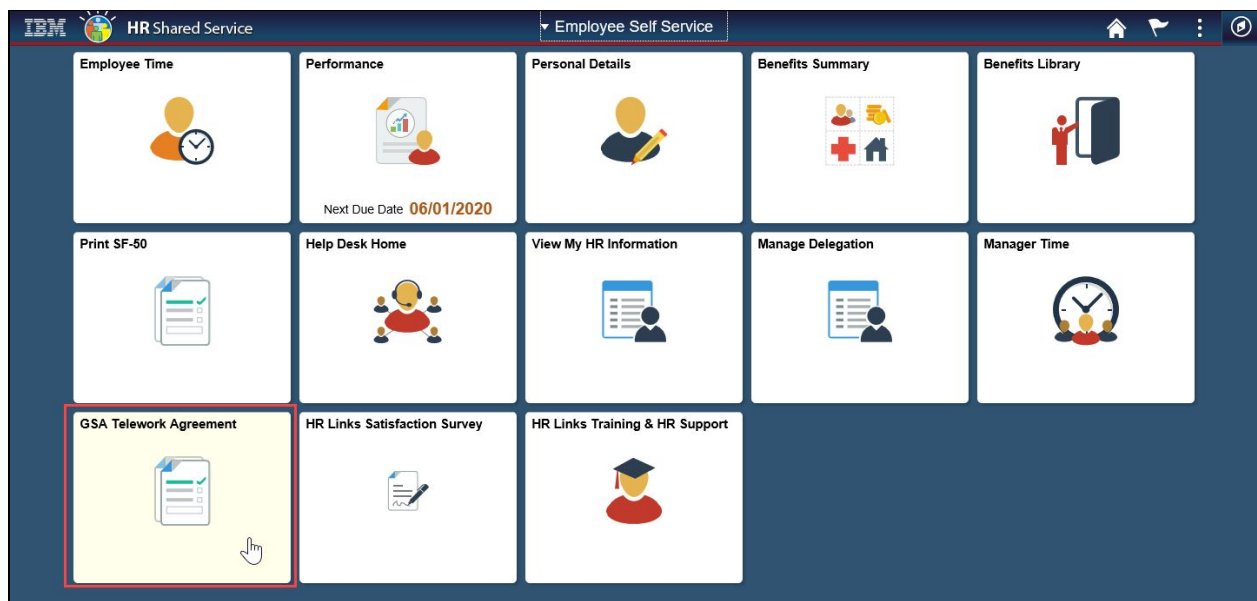




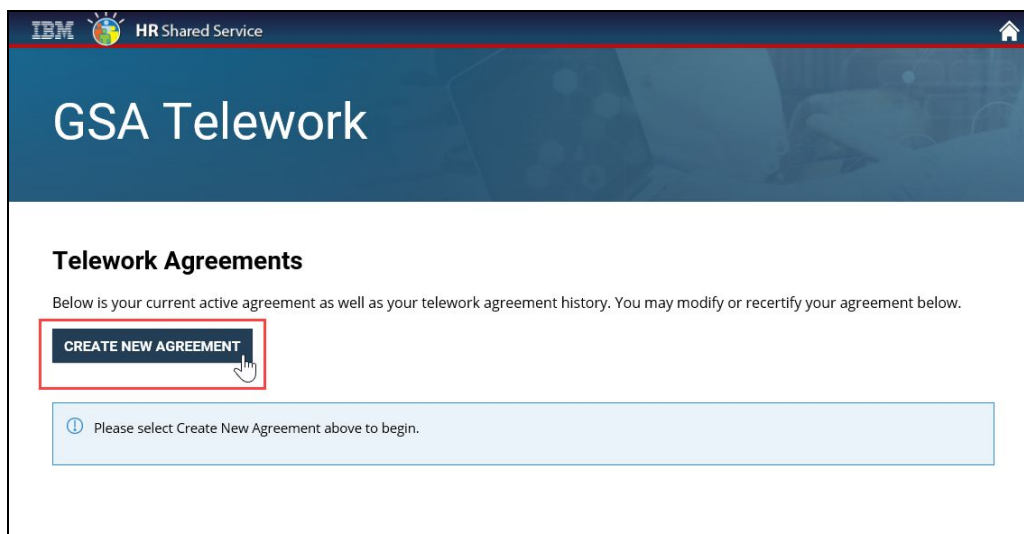
Create & Submit Routine/Situational Telework Agreement

Create & Submit a Routine/Situational Telework Agreement (Employee View)

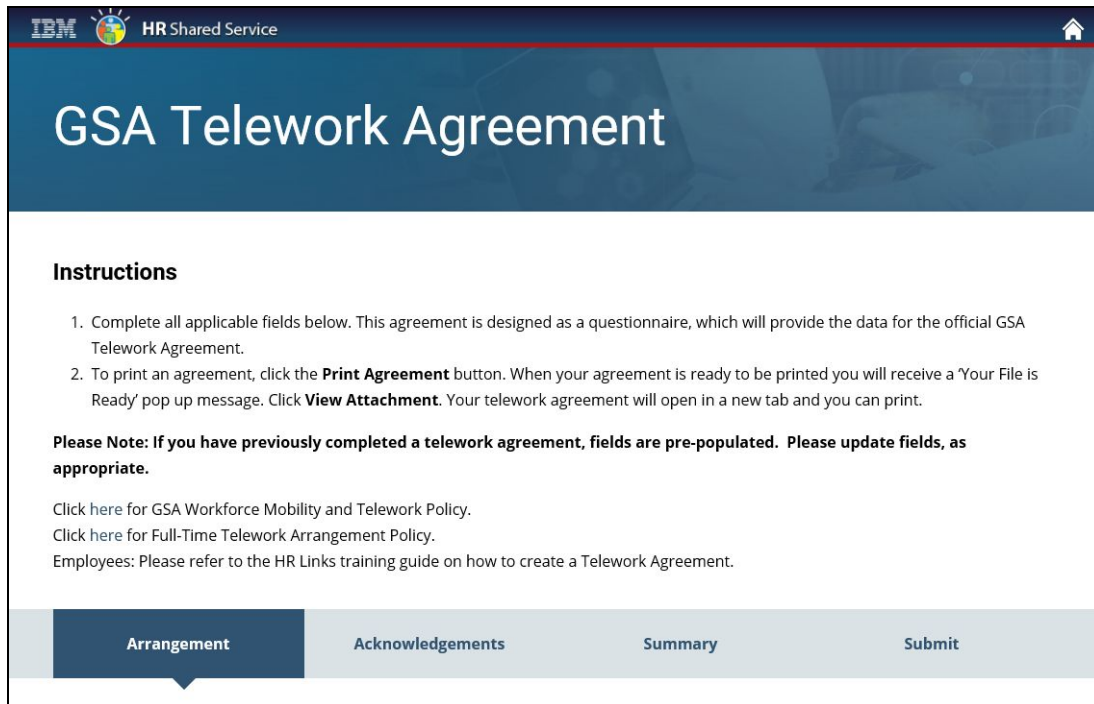
1. Select the **GSA Telework Agreement** tile from the Employee Self Service homepage.



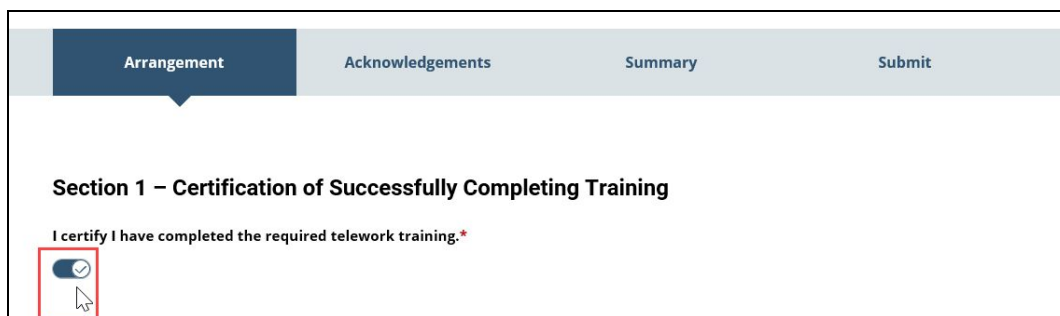
2. Click **Create New Agreement** to create a new Telework agreement.



3. Read the **instructions** on each page.
 - a. Links to **GSA's Workforce Mobility and Telework Policy** and **Full-Time Telework Arrangement Policy** are listed for reference.



4. Confirm that the button is toggled to the right to show a check under the statement “**I certify I have completed the required telework training.**”
 - a. You must complete the telework training before you can submit a telework agreement.





5. If you wish to telework, select **Yes** from the drop-down menu under the statement “**I choose to telework.**”
6. Toggle the button to the right to show a check under the statement “**I confirm my understanding of the above statement.**”
7. Select applicable response (**Yes** or **No**) from the drop-down menu under the statement “**Do you report to a GSA/federal facility at least twice a pay period?**”
 - a. If you select **No**, you will need to complete a **Full-Time Telework Agreement**.
 - b. If you select **Yes**, the system will display additional fields and allow you to select a **Routine Telework Agreement** or a **Situational Telework Agreement**.

Section 2 – Telework Arrangement

Your Position Telework Eligibility

☒ Yes

Note: If the position telework eligibility is incorrect, please proceed with submitting the telework agreement and your supervisor will correct.

I choose to telework.*

Yes ▾

NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including those who select "I decline to telework" in the item above - are considered to be telework-ready and required to telework (or take leave or other time off, or reschedule their alternative work schedule) in certain emergency situations, pursuant to GSA Workforce Mobility and Telework Policy.

I confirm my understanding of the above statement.*

☒

Do you report to a GSA/federal facility at least twice a pay period?*

Yes
No

Employee agrees to participate in one of the following telework types.*

8. The Work Location Description will display based on HR Links data.
9. Select the applicable response (**Yes** or **No**) from the drop-down menu under the statement “**Is this the building that you report to?**”
10. The option for **Routine Telework** will automatically be selected.

Work Location Description

MO-KANSAS CITY-Prshng Sq Main

Is this the building that you report to?*

Yes
No

Employee agrees to participate in one of the following telework types.*

☒

FULL-TIME TELEWORK

☒

ROUTINE TELEWORK

☐

SITUATIONAL TELEWORK

?

- Routine telework - telework performed as part of a previously approved, ongoing, and regular schedule.
- Situational telework - telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework to accommodate scheduling issues such as appointments or special work assignments away from the office. Situational telework is sometimes also referred to as episodic, intermittent, or ad-hoc telework.
- Full-time telework - telework performed on a full-time basis by an employee who does not typically utilize an agency worksite. Full-time telework requires adherence to HRM 6040.2, including completion of required documentation.



11. Enter the number of agreed scheduled days per pay period that you telework in the box under **"If Routine Telework: Enter number of agreed scheduled days per pay period."**
 - a. *If Situational Telework is selected, this step will not appear.*
12. Select the **Next** button to continue.

Routine Telework

If Routine Telework: Enter number of agreed scheduled days per pay period.*

9

RETURN TO SEARCH SAVE FOR LATER **NEXT**

13. Toggle the button to the right to show a check under the statement **"I acknowledge the above statement."** This is regarding reporting to the Agency worksite in certain situations during an otherwise planned telework day.
14. Enter the number of hours of advanced notice required under the statement **"Enter hours of advanced notice to report a planned telework day."**

Arrangement Acknowledgements Summary Submit

Reporting to Agency Worksite

I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.

I acknowledge the above statement.*

☒

My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice will be given.

Enter hours of advanced notice to report on planned telework day.

24

NOTE: pursuant to HRM 6040.1A GSA Workforce Mobility and Telework Policy, if this field is not completed, a 2 hour time period of advance notice is included in the agreement by default.



15. Toggle the button to the right to show a check under the statement **“I certify the above Privacy Act Statement.”**

Privacy Act Statement

I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework agreements pursuant to HCO 6040.1A and Public Law 106-346, § 359 of Oct. 23, 2000. The information is used to document position telework eligibility and facilitate implementation of individual telework arrangements. The information may be disclosed: to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; to the Office of Personnel Management or the Government Accountability Office for evaluation of the program; to a Member of Congress or staff in response to a request for assistance by the employee of record; to another Federal agency or to a court under judicial proceedings; and to an expert, consultant, or contractor of GSA when needed to further the implementation and operation of this program. Furnishing the information on this agreement is voluntary.

I certify the above Privacy Act Statement.*

☒

16. Toggle the button to the right to show a check under each statement (**“I certify the above statement”**) in the **Agency Policies** section.
17. Select the **Next** button at the bottom of the screen to continue.

Agency Policies

I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether I am working at an Agency worksite or from an appropriate alternative worksite such as my home. Specifically:

- Technology and devices which permit me to work from a remote location such as my home (including laptop computers, email, smartphones, and remote computing programs) are for use for Agency business only during my authorized duty hours. Agency policies permitting reasonable personal use of Agency equipment and information technology systems apply when I am teleworking.
- Agency policy requires that I obtain my supervisor's approval in writing before I work overtime. This requirement applies when I am teleworking. I am not permitted to work overtime unless it is authorized and approved in advance by my supervisor.

I certify the above statement.*

☒

I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Workforce Mobility and Telework Policy. Telework-ready employees may or may not be emergency employees.

I certify the above statement.*

☒

I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.

I certify the above statement.*

☒

RETURN TO SEARCH

PREVIOUS

SAVE FOR LATER

NEXT



18. Review the information on the **Summary** page.

Arrangement	Acknowledgements	Summary	Submit
Summary			
Arrangement			
Question		Selection	
I certify I have completed the required telework training.		✓ Yes	
I choose to telework.		✓ Yes	
NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including tho...		✓ Yes	
Do you report to a GSA/federal facility at least twice a pay period?		✓ Yes	
Work Location Description		MO-KANSAS CITY-Prshng Sq Main	
Is this the building that you report to?		✓ Yes	
The employee agrees to participate in one of the following telework types.		Routine Telework	
If Routine Telework: Enter number of agreed scheduled days per pay period.		9	

19. Select the **Next** button at the bottom of the screen to continue.

Acknowledgements
I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day... ✓ Yes
My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day,(fill in below) hours of advance notice ... 24
I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework a... ✓ Yes
I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... ✓ Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSAs Workforce Mobility and Telework Policy. Telework-ready... ✓ Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.... ✓ Yes
<div>RETURN TO SEARCH PREVIOUS NEXT</div>



20. Toggle the button to the right to show a check under the statement **Employee Telework Certification**.

Arrangement

Acknowledgements

Summary

Submit

Employee Certification

By submitting this telework agreement, I certify that I have read and understand the GSA Workforce Mobility and Telework Policy and this Telework agreement, and will work in accordance with all provisions of this telework agreement and Agency policy, including:

- Ensuring that my appropriate alternative worksite is safe, secure, and suitable for teleworking activities;
- Providing at no cost to GSA internet access to access resources;
- Securing and safeguarding GSA furnished equipment;
- Working at a satisfactory level to meet my performance and development objectives;
- Meeting my personal, organizational, and work team requirements;
- Adhering to appropriate requirements outlined in GSA Dismissal and Closure Procedures; and
- Documenting my participation in telework in accordance with established timekeeping procedures.

This telework agreement is subject to all agency guidelines, rules and policies. I understand that this telework agreement may be used or reviewed by management and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

Employee Telework Certification*

21. Enter comments in the **Additional Comments** box, if needed.

22. Select the **Save & Submit** button.

Employee Telework Certification*

ADDITIONAL COMMENTS

Additional comments here, as necessary.

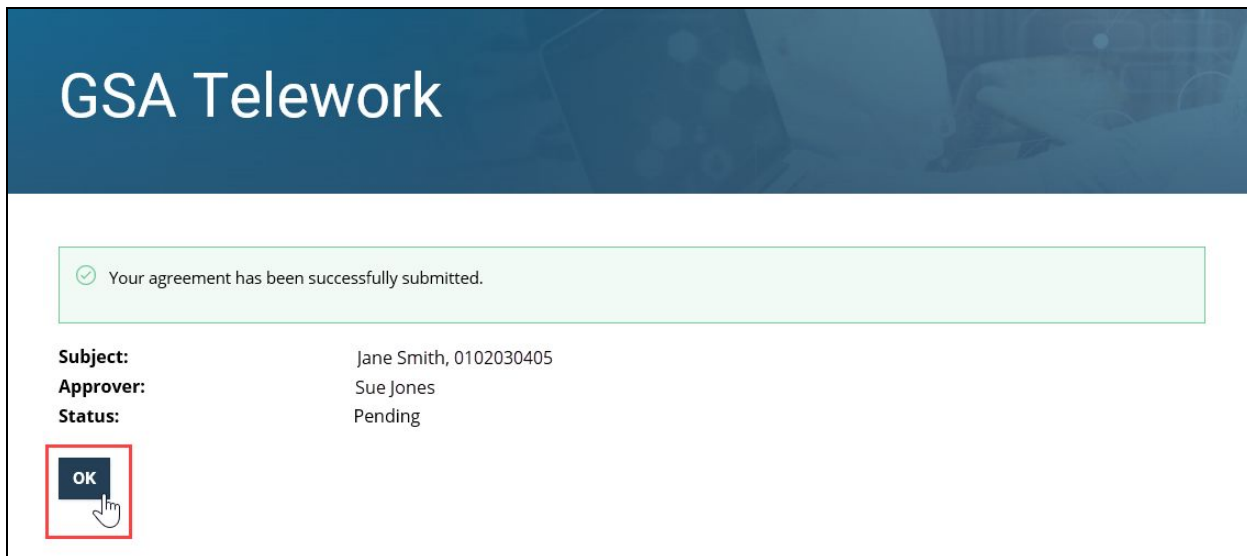
RETURN TO SEARCH

PREVIOUS

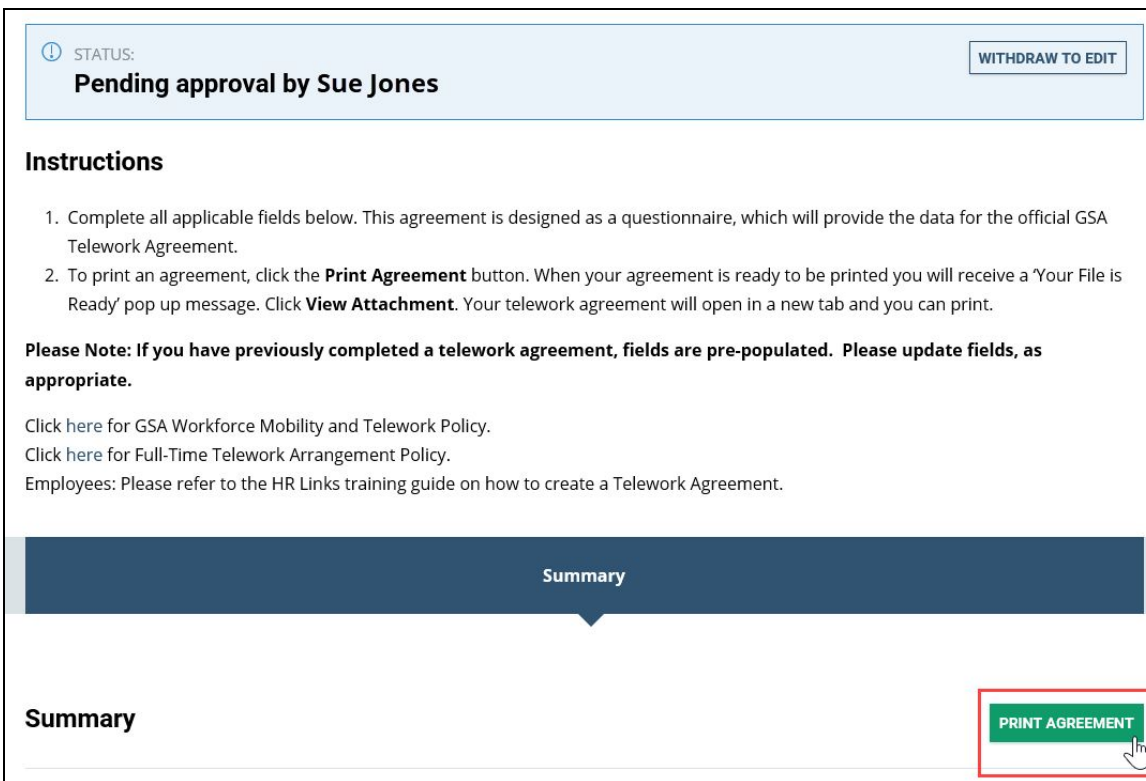
SAVE FOR LATER

SAVE & SUBMIT

23. The system will show a confirmation page, stating “Your agreement has been successfully submitted.” The status will appear as pending, and the approver of the agreement will be displayed.



24. Select the **Print Agreement** button to download a PDF version of your agreement.



25. Select the **Return to Search** button at the bottom of the screen to return to the telework homepage.